



Memorandum

To: Jeff Montera, Project Manager

From: Angela Frandsen, Quality Assurance Manager *af*

Reviewed by: Krista Lippoldt, Quality Assurance Coordinator for EPA Region VIII RAC *KL*

Date: August 2, 2002

Subject: Libby CSS QAM checklist for 7/18/02 to 7/27/02

The following summarizes the QA activities that are being verified biweekly by the QAM for the Libby CSS. These activities are discussed in Section 7 of the CSS final SAP. This memorandum covers a time period of 10 days so that the time period ends on a Saturday, the end of the work week in Libby. Future memoranda will cover two-week periods ending on a Saturday.

1. Field Team Orientation

(QAM will attach the signature page for each orientation)

Number of new field team members: 2

Number of field team member orientations: 2. See attached signature list.

2. Field Form Completion Checks (IFFs and FSDSs)

(QAM will perform a 10% check on completed field forms sent to Helena for evidence that field team members are doing the required QC checks.)

Number of IFFs completed: 241 between 7/18 and 7/27/02

Number of IFFs received in Helena: 278 (IFFs completed prior to July 18 were received in Helena)

Number and percent of IFFs checked by the QAM for completeness and correctness: 33 (11.9%); 2 forms were found with problems (see attached list).

Corrective Action: List of IFF forms with problems sent to CSS Task Leader for corrective action - see attached list for details on corrective actions taken

Number and percent of IFFs checked by the CSS task leader for completion and correctness: CSS Task Leader looks at all forms the morning after they are turned in. However, the number has not been tracked to date. Starting 7/31/02, CSS Task Leader will begin to track the number of completed IFFs that are checked daily and will forward that information to the QAM.

Number of FSDSs completed: 407
Number of FSDSs received in Helena: 475 (FSDSs completed prior to July 18 were received in Helena)
Number and percent of FSDSs checked by the QAM for completeness and correctness: 51 forms checked (10.7%); 5 forms found with problems (see attached list).
Corrective Action Taken: List of FSDSs forms with problems sent to CSS Task Leader for corrective action - see attached list for details on corrective actions taken.
Number and percent of FSDSs checked by the CSS task leader for completion and correctness: CSS Task Leader looks at all forms the morning after they are turned in. However, the number has not been tracked to date. Starting 7/31/02, CSS Task Leader will begin to track the number of completed FSDSs that are checked daily and will forward that information to the QAM.

3. Supplemental verification of vermiculite product
(CSS field team leader to notify QAM by email if this occurs)
Number of occurrences of supplemental verification: None
Addresses of verifications: NA

4. Screening Field Checks
(CSS task leader will check 2% of all properties)
Total number of residences visited during time period: 241
Number and percent of screening field checks performed by task leader: 2 checks between 7/18 and 7/27/02 (BD-000947, 1087), 0.8%
Corrective Action: CSS Task Leader is aware she is still behind, will be performing more frequent checks to make this up.

5. Field Audits
Field audit conducted when and by whom? None during this time period

6. Field QC Samples (July 18 through July 27, 2002)
Field duplicates (1/20)
Number of field samples collected: 887
Number of duplicates collected: 45
Ratio: 1.01/20
Equipment blanks (1/day)
Number of days soil sampling occurred: 9
Number of equipment blanks collected: 9
Ratio: 1/day
Aqueous rinsates (1/day, 3 different weeks throughout field season)
Number of days expected to collect rinsates during the time frame: 0
Number of rinsates collected: 0
Ratio: NA
Next time period rinsates expected to be collected: Week of August 5, 2002

Total number of rinsates collected since sampling began: 6
Comments:

Preparation duplicates (1/20)

Number of samples prepared by the CDM laboratory: 236

Number of preparation duplicates collected: 14

Ratio: 1.2/20

Preparation blanks (1/day)

Number of days that samples were prepared by the CDM laboratory: 2

Number of preparation blanks collected: 1

Ratio: 0.5/day

Comments: CDM Soils Laboratory ran out of silica sand for the blank the second day they were preparing samples. Laboratory currently has an adequate amount of sand for future blanks. No corrective action taken.

SEM/IR Splits (first 500 samples: 1/5 of IR $\leq 0.5\%$, 1/10 of IR $> 0.5\%$ and $\geq 1\%$)

Total number of samples $\leq 0.5\%$: None yet

Number and percent of SEM/IR splits: None yet

Total number of samples $> 0.5\%$ and $\geq 1\%$: None yet

Number and percent of SEM/IR splits: None yet

Comments: No laboratory yet under contract to perform soil analysis, either for IR or SEM. Anni Autio (laboratory coordinator) in charge of arranging this once laboratories are subcontracted.

7. Data Entry Checks (10% of Volpe data entry)

Number of data entries: None (no analytical results)

Number and percent of data entries checked: None (no analytical results - data entry to be checked after analytical data are uploaded into database)

Name of person(s) checking data entries: NA at this time

8. Data validation

Number of samples validated and reviewed and by whom: None, no analytical results yet

Number of sample results rejected: 0 out of 0

9. CDM Document Review

Documents issued to the client: None

Which ones required editorial review and was review conducted? NA

Which ones required technical review and was review conducted? NA

Which ones required QA review and was review conducted? NA

Field Record of Deviation/Request for Modification forms completed and sent to EPA for approval: No forms were approved by the EPA during this time period.

Overall comments:

As with the last memorandum, the largest concern is that the laboratory is not yet under contract to begin IR analysis on the soil samples. As was stated in the last memorandum, this will result in a delay in interpreting the results from the QA samples and implementing any potential corrective actions to the sampling program if any issues arise. Additionally, this will result in a delay in providing analytical results to the residents whose homes were sampled and making any remedial decisions.

The CSS task leader has still not reached the 2% required frequency on the screening field checks. Corrective action will need to be taken if this frequency is not met during the next review.

cc: Jim Christiansen, EPA
Mary Goldade, EPA
Dee Warren, CDM
Dave Schroeder, CDM
Terry Keller, CDM
George DeLullo, CDM

IFFs that need to be corrected:

Period: Paperwork received for weeks of 7/15/02 through 7/27/02

IFF BD#'s	10% QC Check problem found	Corrective Action Taken	Date Corrected
BD-001038	p.4 - Exposure frequency says once per day, but the field note says that "owner very seldom go into attic" - this seems inconsistent	CSS Task Leader called resident. Resident seldom goes in attic. Exposure frequency was changed. See Fax. Team member is currently off-site.	7/31/2002
BD-001061	p.1 - Construction material not circled	p.1 - wood frame SEE FAX. S. Oliveria informed of error. Instructed to read IFF completion guidance documentation on 7/27/02, which is after the completion of these IFFs. NO FURTHER ACTION.	7/31/2002

FSDSs that need to be corrected:

Period: Paperwork received for weeks of 7/15/02 through 7/27/02

FSDS CSS#'s	10% QC Check problem found	Corrective Action Taken	Date Corrected
CSS-000360	QC check not signed	R. Eustice informed of error. Was previously instructed to read FSDS completion document on 7-27-02 which is after the completion of this FSDS. No further action.	7/31/2002
CSS-000921	Completed by and QC check not signed and other fields not filled in - even though FSDS was for a silica sand blank, all fields should have something included (such as NA)	Completed by CSS Task Leader as team member is no longer on site. K. Slone was previously instructed to read FSDS completion document on 7-27-02 which is after the completion of this FSDS. No further action.	7/31/2002
CSS-001189	QC check not signed	Completed by CSS Task Leader as team member is no longer on site. M. Coffey was previously instructed to read FSDS completion document on 7-27-02 which is after the completion of this FSDS. No further action.	7/31/2002
CSS-001230	Completed by not signed	Completed by CSS Task Leader as team member is no longer on site. M. Coffey was previously instructed to read FSDS completion document on 7-27-02 which is after the completion of this FSDS. No further action.	7/31/2002
CSS-001311	Completed by not signed	Completed by CSS Task Leader as team member is no longer on site. K. Slone was previously instructed to read FSDS completion document on 7-27-02 which is after the completion of this FSDS. No further action.	7/31/2002

CSS Orientation Program

Name	Office	Date	Signature
Dee Warren	Denver	5/8/02	Dee Warren
Noel Anderson	NS	5/8/02	Noel Anderson
TOM VANDERWEE	LONG BEACH	5/8/02	Tom Vanderwee
CHRIS WORTHINGTON	FAIRFAX	"	Chris Worthington
Brian Pyles	Pikeston	5/8/02	Brian Pyles
Mike Coffey	OK Ridge	5-9-02	Mike Coffey
Terry Keller	Helena	5/8/02	Terry Keller
Michael Grass	Fairfax	5/8/02	Michael Grass
Douglas J. Madick	K.C.	5/8/02	Douglas J. Madick
BRANDY COOK	DENVER	5/8/02	Brandy Cook
Dee Schreiber	Fairfax	5/8/02	Dee Schreiber
MARK SCHLESBACH	KANSAS CITY	5/29/02	Mark Schlesbach
Bob Alexander	Helena	5/29/02	Bob Alexander
Karen J Berry	Cambridge	5/29/02	Karen J Berry
Robert HUNT	Fairfax	6/10/02	Robert Hunt
Karin Malnzhauer	Helena	6/12/02	Karin Malnzhauer
Albert Munoz	Carlsbad	6/12/02	Albert Munoz
Richard Ecker	Dallas-Ft	6/12/02	Richard Ecker
Don Karolowski	Syracuse	6-17-02	Don Karolowski
Brian H. Hts	K.C.	6/17/02	Brian H. Hts
Carrie Fingeret	Fairfax	6/17/02	Carrie Fingeret
Bob Tolford	Atlanta	7/9/02	Bob Tolford
Regina Clifford	San Diego	7/9/02	Regina Clifford
Kristin Sloane	Wayne	7/9/02	Kristin Sloane
DANIELLE SAINT LOUIS	Woodsbury	7/9/02	Danielle Saint Louis
Robert Szikaly	Pittsburgh	7/9/02	Robert Szikaly
WALTER SMITH	EL PASO, TX	7-9-02	Walter Smith
AIMEE VESSELL	SYRACUSE, NY	7/16/02	Aimee Vessel
GUYEN POZGA	Helena	7/23/02	Guyen Pozga
KENDALL ROBERTS	ABQ	7/23/02	Kendall Roberts

INFORMATION FIELD FORM (continued)

Address:

306 Holmes AveBD# 061636

Data Item	Value	Notes
EXPOSURE ASSESSMENT		
Type and Frequency of Activity Near Vermiculite Material - Indoor	Frequency:	⑦ 7-31-02 Once a day Once a week Once a month Once a year Not Applicable
	Less than once a year 7-31-02 ⑦	Not Applicable applies when no vermiculite is present on the property. Ours very seldom go into office
	Duration of Contact:	
	<1 hour 1-2 hours 2-4 hours ⑦ 7-31-02 ⑦ 7-31-02 ⑦ 7-31-02 ⑦ 7-31-02 Not Applicable	
	Extent of Contact:	
	Heavy Moderate ⑦ 7-31-02 ⑦ 7-31-02 ⑦ 7-31-02 ⑦ 7-31-02 Not Applicable	
Type and Frequency of Activity Near Vermiculite Material - Outdoor	Frequency:	Once a day Once a week Once a month Once a year Not Applicable
	Duration of Contact:	<1 hour 1-2 hours 2-4 hours >4 hours Not Applicable
	Extent of Contact:	Heavy Moderate Light Not Applicable

BD-001015-1

507/16/02

LIBBY ASBESTOS PROJECT
Contaminant Screening Study
Primary Structure and Property Assessment Information Field Form

Field Logbook No.: 100077 Page No.: 123 Site Visit Date: 7/16/02
 Address: 1525 Lolo Ave Structure Description: House
 Occupant: Dietmar Schauss Phone Number: 293-7669
 Owner (if different than occupant): NA Phone Number: NA
 Sampling Team: Shawn Oliveira COM, Dean Kozlowski COM
 Field Form Check Completed by (100% of forms): DEAN KOZLOWSKI
 Screening Field Check Completed by (2% of forms): _____

Data Item	Value	Notes
HOUSE ATTRIBUTES		
Property Description	<u>Residential</u> Industrial Commercial	
Surrounding Land Use	<u>Residential</u> Industrial Commercial School Mining Other: _____	
Year of Construction	<u>1954</u> Unknown	
Square Footage	<u>1600 ft²</u>	
Construction Material	<u>Wood frame</u> Masonry/Stone Other: <u>7-16-02</u>	
Number of Floors Above Ground	1 <u>(2)</u> 3 Other: _____	
Number of Rooms Per Floor Above Ground	1: <u>7</u> 2: <u>1</u> 3: _____ Other: _____	
Basement	Yes <u>No</u>	
Heating Source	<u>Wood/Coal</u> Electric Propane/Gas Other: _____	
Heat Distribution	Forced air <u>Radiant</u> Other: _____	

Sheet No.: CSS (S) - 000360

CONTAMINANT SCREENING STUDY

FIELD SAMPLE DATA SHEET FOR SOIL

Scenario No.: NA Field Logbook No: 100082 Page No: 78 Sampling Date: 7/15/02Address: 404 E. 4th St Owner: Donald E. TorgisonLand Use: (circle) Residential School Commercial Mining Roadway Other ()Sampling Team: (circle) CDM PES Other _____ Names: Richard Eustice, Kristini Sloane

Y1

Y2

F

Data Item	Sample 1 ^{KS7/15/02}	Sample 2 ^{KS7/15/02}	Sample 3 ^{KS7/15/02}
Index ID	CS- 01945	CS- 01946	CS- 01947
Location ID	SP- 112545	SP- 112546	SP- 112547
Sample Group	<u>Yard</u>	<u>Yard</u>	<u>Flower bed</u>
Location Description (circle)	Back yard <u>Front yard</u> <u>Side yard</u> Other _____	<u>Back yard</u> Front yard Side yard Other _____	<u>Back yard</u> <u>Front yard</u> Side yard Other _____
Category (circle)	<u>FS</u> FD _____ Field Blank (lot or equipment)	<u>FS</u> FD _____ Field Blank (lot or equipment)	<u>FS</u> FD _____ Field Blank (lot or equipment)
Matrix Type (Surface soil unless other wise noted)	<u>Surface Soil</u> Other _____	<u>Surface Soil</u> Other _____	<u>Surface Soil</u> Other _____
Type (circle)	Grab <u>Comp. # subsamples 5</u>	Grab <u>Comp. # subsamples 5</u>	Grab <u>Comp. # subsamples 5</u>
Sample Time	<u>1130</u>	<u>1135</u>	<u>1140</u>
Top Depth (in.)	<u>0</u>	<u>0</u>	<u>0</u>
Bottom Depth (in.)	<u>1</u>	<u>1</u>	<u>6</u>
Grid, Quadrant, Section	<u> </u>	<u> </u>	<u> </u>
Field Comments	<u>BD-000349</u>	<u>See 7/15/02</u>	<u>Vermiculite visible during homogenization process</u>
	Entered _____ Validated _____	Entered _____ Validated _____	Entered _____ Validated _____

Field Team	Initial
Completed by	<u>KS</u>
QC by	<u>RS 731-02</u>

Sheet No.: CSS (S) - 000921

CONTAMINANT SCREENING STUDY

FIELD SAMPLE DATA SHEET FOR SOIL

Scenario No.: NA Field Logbook No: 100082 Page No: 56 Sampling Date: 7/12/02Address: NA Owner: NA 7-31-02Business Name: NA 7-31-02Land Use: (circle) Residential ☒ School Commercial Mining Roadway Other (NA)Sampling Team: (circle) CDM PES Other _____ Names: Kristin Sloane Richard Eustice,
Brian Hitts

Data Item	Sample 1	Sample 2	Sample 3
Index ID	CS- 01873		
Location ID	<u>NA</u>		
Sample Group	<u>BLANK</u>		
Location Description (circle)	Back yard Front yard Side yard Other <u>NA</u> <u>7-31-02</u>	Back yard Front yard Side yard Other _____	Back yard Front yard Side yard Other _____
Category (circle)	FS FD of _____ Field Blank (lot or <u>equipment</u>)	FS FD of _____ Field Blank (lot or equipment)	FS FD of _____ Field Blank (lot or equipment)
Matrix Type (Surface soil unless other wise noted)	Surface Soil Other <u>Silica Sand</u>	Surface Soil Other _____	Surface Soil Other _____
Type (circle)	<u>Grab</u> Comp. # subsamples _____	Grab Comp. # subsamples _____	Grab Comp. # subsamples _____
Sample Time	<u>1745</u>		
Top Depth (in.)	<u>NA</u>		
Bottom Depth (in.)	<u>NA</u>		
Grid, Quadrant, Section	<u>NA</u>		
Field Comments	<u>BD- NA</u> <u>equipment blank</u> <u>from lot # 229</u>		
	Entered ____ Validated ____	Entered ____ Validated ____	Entered ____ Validated ____

Field Team	Initial	<u>DW</u>
Completed by	<u>KS</u>	<u>7-31-02</u>
QC by	<u>DW</u>	<u>7-31-02</u>

001129

Sheet No.: CSS (S) -

CONTAMINANT SCREENING STUDY **FIELD SAMPLE DATA SHEET FOR SOIL**

Scenario No.: NA Field Logbook No: 100093 Page No: 12 Sampling Date: 07-22-02Address: 111 Crossway Ave Owner: LeCant, RobertBusiness Name: NALand Use: (circle) Residential School Commercial Mining Roadway Other ()Sampling Team: (circle) CDM PES Other _____ Names: Mike Coffey + Regina Clifford

Data Item	Sample 1	Sample 2	Sample 3
Index ID	CS- 02687	CS- 02688	
Location ID	SP- 113137	SP- 113138	
Sample Group	<u>DRIVEWAY</u>	<u>YARD</u>	
Location Description (circle)	<u>Back yard</u> <u>Front yard</u> Side yard Other _____	<u>Back yard</u> <u>Front yard</u> Side yard Other _____	Back yard Front yard Side yard Other _____
Category (circle)	<u>FS</u> FD of _____ Field Blank (lot or equipment)	<u>FS</u> FD of _____ Field Blank (lot or equipment)	FS FD of _____ Field Blank (lot or equipment)
Matrix Type (Surface soil unless other wise noted)	<u>Surface Soil</u> Other _____	<u>Surface Soil</u> Other _____	Surface Soil Other _____
Type (circle)	Grab <u>Comp. # subsamples 5</u>	Grab <u>Comp. # subsamples 5</u>	Grab Comp. # subsamples _____
Sample Time	<u>1405</u>	<u>1415</u>	
Top Depth (in.)	<u>0</u>	<u>0</u>	
Bottom Depth (in.)	<u>1</u>	<u>2</u>	
Grid, Quadrant, Section			
Field Comments	<u>BD-00093</u>	<u>RC-02-22-02</u>	
	Entered ____ Validated ____	Entered ____ Validated ____	Entered ____ Validated ____

Field Team	Initial
Completed by	<u>RC</u>
QC by	<u>DW 7-31-02</u>

Sheet No.: CSS (S) - 001230

CONTAMINANT SCREENING STUDY

FIELD SAMPLE DATA SHEET FOR SOIL

Scenario No.: NA Field Logbook No: 100093 Page No: 25 Sampling Date: 7-23-02Address: 320 Norman Ave Owner: Stephen BowersBusiness Name: NALand Use: (circle) Residential School Commercial Mining Roadway Other ()Sampling Team: (circle) CDM PES Other Names: Michelle Lynn Coffey Sr
and Regina Lynn Clifford

Data Item	Sample 1	Sample 2	Sample 3
Index ID	<u>CS- 02715</u>	<u>CS- 02716</u>	<u>CS- 02717</u>
Location ID	<u>SP- 113260</u>	<u>SP- 113261</u>	<u>SP- 113262</u>
Sample Group	<u>Driveway</u>	<u>Flowerbed</u>	<u>Yard</u>
Location Description (circle)	Back yard <u>Front yard</u> Side yard Other	Back yard <u>Front yard</u> Side yard Other	Back yard <u>Front yard</u> Side yard Other
Category (circle)	<u>ES</u> FD of Field Blank (lot or equipment)	<u>ES</u> FD of Field Blank (lot or equipment)	<u>ES</u> FD of Field Blank (lot or equipment)
Matrix Type (Surface soil unless other wise noted)	<u>Surface Soil</u> Other	<u>Surface Soil</u> Other	<u>Surface Soil</u> Other
Type (circle)	Grab Comp. # subsamples <u>5</u>	Grab Comp. # subsamples <u>5</u>	Grab Comp. # subsamples <u>5</u>
Sample Time	<u>1355</u>	<u>1401</u>	<u>1405</u>
Top Depth (in.)	<u>0</u>	<u>0</u>	<u>0</u>
Bottom Depth (in.)	<u>6</u>	<u>6</u>	<u>2</u>
Grid, Quadrant, Section			
Field Comments	<u>BD-001034</u>	<u>EL 072302</u>	<u>EL 072302</u>
	Entered ___ Validated ___	Entered ___ Validated ___	Entered ___ Validated ___

Field Team	Initial
Completed by	<u>MC 7-31-02</u>
QC by	<u>RC</u>

Sheet No.: CSS (S) - 001311

CONTAMINANT SCREENING STUDY **FIELD SAMPLE DATA SHEET FOR SOIL**

Scenario No.: NA Field Logbook No: 100092 Page No: 40-47 Sampling Date: 7/24/02Address: 118 W Cedar St. Owner: Wayne JohnsonBusiness Name: NALand Use: (circle) Residential School Commercial Mining Roadway Other ()Sampling Team: (circle) CDM PES Other D Names: Richard Furtico Randy Robert
Kristin Stane

Data Item	Sample 1 <u>KS 7/24/02</u>	Sample 2	Sample 3
Index ID	CS- 02897		
Location ID	SP- 113422		
Sample Group	<u>Driveway</u>		
Location Description (circle)	Back yard Front yard Side yard Other _____	Back yard Front yard Side yard Other _____	Back yard Front yard Side yard Other _____
Category (circle)	<u>FS</u> FD of _____ Field Blank (lot or equipment)	FS FD of _____ Field Blank (lot or equipment)	FS FD of _____ Field Blank (lot or equipment)
Matrix Type (Surface soil unless other wise noted)	<u>Surface Soil</u> Other _____	Surface Soil Other _____	Surface Soil Other _____
Type (circle)	Grab <u>Comp. # subsamples 2</u>	Grab Comp. # subsamples _____	Grab Comp. # subsamples _____
Sample Time	<u>1755</u>		
Top Depth (in.)	<u>0</u>		
Bottom Depth (in.)	<u>6</u>		
Grid, Quadrant, Section	<u>---</u>		
Field Comments	<u>BD- 000944</u>		
	Entered ____ Validated ____	Entered ____ Validated ____	Entered ____ Validated ____

Field Team	Initial
Completed by	<u>KS Doo</u> <u>for</u>
QC by	<u>RE</u>